



LEESBURG
The Lakefront City

PLANNED UNIT DEVELOPMENT APPLICATION

Please type or print legibly (use blue or black ink). All blanks must be complete. Use N/A where not applicable.

Date: _____

1. Project Name: _____
2. Property Address: _____
3. Property Owner's Name: _____
Mailing Address: _____
Telephone: _____ Fax: _____ E-Mail _____
4. Petitioner's Name: _____
Mailing Address: _____
Telephone: _____ Fax: _____ E-Mail _____
5. Agent's Name: _____
Mailing Address: _____
Telephone: _____ Fax: _____ E-Mail _____
6. The property is generally located near the following streets:

7. The size of the property is: _____ +/- square feet; _____ +/- acres
8. The existing zoning of the property is: _____
9. The present use of the property is: _____

10. The proposed use of the property is: _____

11. The number of existing structures on the property and their present use is:

12. The reason or basis for this request is:

13. Has any previous application been filed within the last year concerning this property? ____Yes ____ No

If yes, briefly describe the nature of the request:

14. If the project is to be developed in phases, give a brief description of how it will be phased:

15. State the exact legal description of the property the Planned Unit Development is requested for. (Copy of Warranty Deed or current year tax receipt showing ownership of property must be submitted with application).

Alternate Key #: _____

Section _____, Township _____, Range _____

PROPERTY OWNER & AGENT AFFIDAVIT*

DATE: _____

Before me, the undersigned authority personally appeared _____ (property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. That said authority desires a permit for a PLANNED UNIT DEVELOPMENT.
3. That said authority (property owner) has appointed _____ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and, being by me duly sworn on oath, deposes and says:
 - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Leesburg, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Leesburg, Florida, and are not returnable.
 - B. That the submittal requirements for the application have been completed and attached hereto as part of the application.
 - C. That the PLANNED UNIT DEVELOPMENT sign will be posted, in accordance with Section 25-93(c) of the City of Leesburg Code of Ordinances, at least ten (10) days prior to the scheduled meeting at which the case will be considered by the Planning & Zoning Commission and shall remain posted until final determination by the Planning & Zoning Commission.

PROPERTY OWNER'S SIGNATURE

AGENT'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

STATE OF FLORIDA
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before
me on _____ (date) by

(name of affiant, deponent, or other signer).
He/she is personally known to me or has pre-
sented _____
as identification.

Subscribed and sworn to (or affirmed before
me on _____ (date) by

(name of affiant, deponent, or other signer).
He/she is personally known to me or has pre-
sented _____
as identification.

NOTARY PUBLIC

NOTARY PUBLIC

SEAL:

SEAL:

***NOTE: PROPERTY OWNER MUST SIGN AFFIDAVIT. WHEN AGENT IS REPRESENTING CASE, BOTH AGENT AND PROPERTY OWNER MUST SIGN AFFIDAVIT.**

CHECKLIST FOR PLANNED UNIT DEVELOPMENT APPLICATION COMPLETION

The following information is required to be submitted when applying for a PLANNED UNIT DEVELOPMENT:

A Planned Unit Development shall include no less than five (5) acres of contiguous land.

1. ___ Filing fee (see page 2).
2. ___ Pre-application conference with Planning & Zoning Department.
3. ___ General application form (pg. 1 & 2)
4. ___ Authorization for property owner/agent representation (pg. 3).
5. ___ Copy of recorded Warranty Deed or latest Tax Receipt showing who the current fee simple titleholders (property owners) are.
6. ___ Map showing general location of the site.
7. ___ Site plan, drawn to an appropriate scale, on a maximum size 11" x 17" reproducible sheet and a 24" x 36" blue-print, showing the following information:
 - ___ Project name, street location, and number.
 - ___ Size and shape of lot.
 - ___ North arrow, date, and scale.
 - ___ Name, address, telephone number of the property owner and petitioner.
 - ___ Location and dimensions of all existing and proposed structures, their intended use, and setback distances from all property lines and roadways.
 - ___ Size, location, and variety of trees to be removed and to be saved.
 - ___ Existing and proposed means of vehicle access to the property.
 - ___ Location of off-street parking and loading areas, showing the number of spaces and the dimensions of access aisles and driveways.
 - ___ Identify future expansion, if planned.
 - ___ A minimum of twenty (20) percent of a planned unit development site area shall be developed as common open space, including walkways, plazas, arcades, landscaped area, pools, & fountains. Parking areas and vehicle access facilities shall not be considered in calculating common open space.

PLEASE CONSULT SECTION 25-76 "PLANNED UNIT DEVELOPMENT", PAGES 1566-1569, OF THE LEESBURG CODE OF ORDINANCES FOR ADDITIONAL INFORMATION AND STANDARDS FOR REVIEWING PLANNED UNIT DEVELOPMENTS. (COPY ATTACHED)

FILING FEE: (Please make check payable to CITY OF LEESBURG)

Residential: \$330.00 for first 10 acres plus \$25.00 per acre over 10 acres. (Maximum fee: \$700.00)

Commercial: \$330.00 for first 5 acres plus \$50.00 per acre over 5 acres. (Maximum fee: \$700.00)

PROCEDURES:

1. **The proposed use of the property must be assessed to determine if there will be an increase in demand on the water or wastewater systems before submittal of the application. Any increase in demand on the water or wastewater systems will be subject to impact fees.**
2. Application shall be submitted to Leesburg Planning & Zoning Division no later than 16 working days before the desired scheduled meeting. Contact Planning & Zoning Division (352-728-9760) for deadline dates.
3. Upon receipt of a COMPLETE & CORRECT application, Leesburg Planning & Zoning Division shall proceed with the request in accordance with the following:
 - A. The owners of all property lying within two hundred (200) feet of the property shall be notified by certified/return receipt mail.
 - B. A legal advertisement shall be published two (2) times in a local newspaper before the meeting date.
4. The petitioner is required to post a sign (provided by Leesburg Planning & Zoning Division), on the site and in plain view of the public, at least ten (10) days before the public hearing date.
NOTE: In cases where the sign has not been properly posted, the Planning & Zoning Commission may postpone or deny the application without prejudice.
5. Failure to provide an accurate and complete application will result in automatic rejection and return of the application and delay of the hearing date.
6. The property owner or authorized agent (authorization must be on file at Leesburg Planning & Zoning Division) must attend the Planning & Zoning Commission meeting.

Sec. 25-76. Planned Unit Development.

(a) **Purpose.** The purpose of Planned Unit Development regulations is to encourage flexibility in the design, development and use of the land in order to promote its most appropriate use; to facilitate the adequate and economical provision of streets, utilities and public spaces; and to preserve the natural and scenic qualities of open area. The procedure is intended to permit diversification in the location of structures and improve circulation facilities and other site qualities while ensuring adequate standards relating to public health, safety and welfare and convenience both in the use and occupancy of buildings and facilities in planned groups.

(b) **Approval.** Planned unit developments shall be subject to the approval of the Planning & Zoning Commission after public notice has been given and a public hearing has been held.

(c) **Procedure.** The procedure for receiving, reviewing and approving Planned Unit Development applications shall be as follows:

(1) Before filing of an application for approval, the landowner is encouraged to request a pre-application conference with the appropriate administrative staff of the City to discuss the proposed development, submission procedure and provisions of the ordinance.

(2) An application for approval shall be filed by or on behalf of the landowner with Leesburg Planning & Zoning Division. Ten (10) copies of all maps and reports shall be submitted and be of sufficient detail to indicate conformance with subsection (e).

(3) Leesburg Planning & Zoning Division will transmit the application and supporting documentation to the Planning and Zoning Commission.

(4) The Planning & Zoning Commission will review the application and supporting documentation and hold a public hearing.

(d) Regulations Governing Planned Unit Developments.

(1) **Minimum area.** A Planned Unit Development shall include no less than five (5) acres of contiguous land. This requirement need not be met within the Central Business District.

(2) **Open space.** A minimum of twenty (20) percent of a Planned Unit Development site shall be developed as common open space, including walkways, plazas, arcades, landscaped areas, pools and fountains. Parking areas and vehicle access facilities shall not be considered in calculation of common open space. Open space need not apply in the Central Business District for pre-constructed buildings, but shall apply to undeveloped land.

(e) **Standards of Reviewing Planned Unit Developments.** The Planned Unit Development shall be approved only if it satisfies all of the following standards:

(1) General Standards.

a. The Planned Unit Development shall be compatible with the regulations for the district in which it is to be located while providing for desired flexibility;

b. The Planned Unit Development plan shall be consistent with the City Growth Management Plan and the intent of these regulations;

c. The Planned Unit Development shall provide for an effective and unified treatment of the development possibilities on the project site, make appropriate provisions for a preservation of scenic features and amenities of the site and the surrounding area;

d. The Planned Unit Development shall be planned and developed to harmonize with any existing or proposed development in the area surrounding the project site.

(2) **Design Standards.**

- a. All buildings in the layout and design shall be an integral part of the development and have convenient access to and from adjacent uses and blocks;
- b. Individual buildings shall be related to each other in design, masses, materials, placement and connections to provide a visually and physically integrated development;
- c. Treatment of the sites and rear of all buildings within the Planned Unit Development group shall be comparable in amenity and appearance to the treatment given to street frontages of these same buildings;
- d. The design of buildings and the parking facilities shall take advantage of the topography of the project site where appropriate to provide separate levels of access;
- e. All buildings shall be arranged so as to avoid undue exposure to concentrated loading or parking facilities wherever possible and shall be so oriented as to preserve visual and audible privacy between adjacent buildings;
- f. All buildings shall be arranged to be accessible to emergency vehicles.

(3) **Landscape Design Standards.**

- a. Landscape treatment for walkways, plazas, arcades, roads, services and parking areas shall be designed as an integral part of a coordinated landscape design for the entire project area;
- b. Primary landscape treatment shall consist of shrubs, ground cover and trees, and shall combine with appropriate walks and street surfaces to provide an attractive development pattern. Landscape materials selected should be appropriate to the growing condition of the City's environment;
- c. Wherever appropriate, existing trees shall be conserved and integrated into the landscape design plan;
- d. All streets bordering the project area shall be planted at appropriate intervals with street trees.

(4) **Circulation System Design Standards.**

- a. There shall be an adequate, safe and convenient arrangement of pedestrian circulation facilities, roadways, driveway, and off-street parking and loading spaces;
- b. Roads, pedestrian walks and open space shall be designed as an integral part of an overall site design. They shall be properly related to existing and proposed buildings and appropriately landscaped;
- c. There shall be an adequate amount, in a suitable location, of pedestrian walks, malls and landscaped spaces to prevent pedestrian use of vehicular ways and parking spaces and to separate pedestrian walks, malls and public transportation loading places from general vehicular circulation facilities;
- d. Buildings and vehicular circulation open spaces shall be arranged so that pedestrians moving between buildings are not exposed unnecessarily to vehicular traffic;
- e. Landscaped, paved and comfortably graded pedestrian walks shall be provided along the lines of the most intense use, particularly from building entrances to streets, parking areas and adjacent buildings;
- f. The location and design of pedestrian walks should emphasize desirable views of landscaped areas and not paved parking or circulation areas;

- g. Separate service lanes shall be used to provide the maximum separation of private automobiles and services vehicles;
- h. Materials and design of paving, lighting fixtures, retaining walls, fences, curbs, benches, etc., shall be of good appearance, easily maintained, and indicative of their function;
- i. Parking requirements for residential use are not required within the Central Business District.

SCHEDULE TWO

ZONING SCHEDULE OF LOT, YARD AND BULK REGULATIONS

District	Lot Minimum					Yard Minimum			Bulk Maximum	
	Area Sq. Ft.	Width Ft.	Depth Ft.	Area/D.U. Sq. Ft.	Minimum Living Area Sq. Ft. / D. U.	Front Ft.	Side Both/One Ft.	Rear Ft.	Height Stories/ Ft.	Coverage %
P.U.D.	217,800	300	500	5 Ac.	Eff. -- 500 1 Bd. -- 650 2 Bd. -- 750 Each add'l bd. add 150	30	25/109	20	3/40	50 (Residential) 80 (Commercial)

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